

HOW TO HANDLE MAKE-UP TRAINING FOR SGEs

(Guidance for Executive Directors and Secretaries)

Every SGE must take one hour of Ethics Training every calendar year. New SGEs must take ethics training either before or at their first committee meeting.

HOW CAN AN SGE TAKE MAKEUP OR NEW MEMBER ETHICS TRAINING ON-LINE?

Provide the SGE with the following directions:

1. Access the web-based "Ethics Training for Special Government Employees" at this public link on the Office of Government Ethics website:
http://education.oge.gov/training/module_files/ogesge_wbt_07/10.html.
2. Complete course.
3. Print Certificate of Completion.
4. Fax (or scan in and email) Certificate of Completion to Executive Secretary.

WHERE AND HOW SHOULD THE EXECUTIVE SECRETARY RECORD THE TRAINING?

1. Log into EPTS: <https://eptsadmin.nssc.nasa.gov>.
2. Choose the "Forms Administration" tab.
3. Search for the SGE by name.
4. Select the SGE's record.
5. In the SGE's record, fill in the box for "training date."
6. Click on "Save."